

ARCS PROCEDURE:	SITE TASKS: DAILY, WEEKLY, MONTHLY	PRO(OPS)-002.002 July 16, 1998 Page 1 of 3
Author: L. Jones		

Site Tasks: Daily, Weekly, Monthly

I. Purpose:

The purpose of this procedure is to describe the tasks that are performed daily, weekly, and monthly at the site. The tasks noted here are performed on the days indicated.

II. Cautions and Hazards:

- No hazards are involved.
- The backup procedures for tasks are listed. If you cannot remember how to perform a task, refer to these procedures.
- The site tasks are organized in chronological order. If you think the order of tasks should be changed; contact TWPPPO.
- Your health and safety are more important than daily rounds. If you have an urgent problem, stop rounds, and notify your office; notify TWPPPO as needed.

III. Requirements:

- Rain water in clean bottle
- KIMWIPES
- Soft cloth
- Camel hair brush
- Dust air sprayer
- Mirror
- Clipboard with checklist (run additional copies as needed)
- Pen
- **Daily Rounds:** ARCS-1 Daily Rounds Checklist, PRO(ARCS)-009., Daily Rounds Fax Sheet, FM(OPS)-004.
- **Weekly Rounds:** (Mondays), ARCS-1 Weekly Rounds Checklist, PRO(ARCS)-003., Weekly/Monthly Rounds Fax Sheet, FM(OPS)-005.
- **Monthly Rounds:** (1st Monday of each month), ARCS-1 Monthly Rounds Checklist, PRO(ARCS)-010., Weekly/Monthly Rounds Fax Sheet, FM(OPS)-005.

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IV. Procedure:

A. Monday Tasks:

Note: You may perform Tasks 1, 2, and 3 simultaneously or in sequence. Pick the method that works best for you. Make sure to complete all steps on the checklists.

1. Perform daily rounds as indicated in the **Daily Rounds Checklist**, recording your answers on the **Daily Rounds Fax Sheet**. As you complete the checklist tasks, make notes of anything you think is important on the Fax Sheet. Fax the completed sheet to TWPPPO each day.
2. Perform weekly rounds as indicated in the **Weekly Rounds Checklist**, recording your answers on the **Weekly/Monthly Fax Sheet**.
3. If it is the first Monday of the month, perform the monthly rounds as indicated in the **Monthly Rounds Checklist**, recording your answers on the **Weekly/Monthly Fax Sheet**. Fax the completed sheet to TWPPPO each Monday.
4. Perform grounds maintenance being careful not to damage cable connections.
5. Enter all comments into the Site Data Log (see PRO(ARCS)-016.) If TWPPPO has requested specific information about an instrument or system, FAX or call TWPPPO with this information. See PRO(ARCS)-018.
6. Perform van maintenance using procedure PRO(ARCS)-007.
7. File the Fax Sheet forms in daily, weekly, or monthly files. See PRO (OPS)-007.
8. Record any minor errors or problems on back of Daily Rounds Fax Sheets or weekly conference calls.
9. Keep site gate locked at all times.
10. Read the referenced procedures if you have questions. If you have further questions, call TWPPPO.
11. Have all site visitors sign the site guest book. Keep guest book up-to-date.

B. Tuesday through Sunday Tasks:

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1. Perform daily rounds as indicated in the Daily Rounds Checklist, recording your answers on the Fax Sheets forms. Fax sheets to TWPPPO each day.
2. Perform grounds maintenance as needed.
3. Enter all comments into the Site Data Log, PRO(ARCS)-016. If TWPPPO has requested specific information FAX or call TWPPPO with this information. See PRO(ARCS)-018.

V. References:

1. ARCS-1 Operations Procedures Manual, Volume II, 6/26/96.

VI. Attachments:

None.